



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

Raymond Lisiecki, Chairman
David Aznavoorian, Vice Chair
Rob Kocsmiersky, Clerk
Damin Sutherby
Thomas L. Cooke
Paul McDermott

Meeting Minutes September 9, 2015

1) Call to Order

The meeting was called to order by Ray Lisiecki, Chairman at 7:00 p.m. at the Pike House. Present at the meeting were David Aznavoorian, Paul McDermott, Tom Cooke, Damin Sutherby, and Rob Kocsmiersky. Also present was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

Also present was Fire Chief Michael Hazel.

2) Town Manager and Finance Director Reports (as applicable)

Mr. Montuori noted that he emailed the members a memorandum regarding free cash, local receipts, the draft special town meeting warrant, financial breakdown of the town meeting articles, a five year history of revenue, a history of certified free cash and retained earnings, an update recap sheet with worksheet providing a brief analysis of FY14 and FY15 actual revenues as well as FY16 revenue projections, a document from the school business manager regarding their financial requests, and three documents from the police chief regarding his request to purchase Laser Shot. Mr. Montuori briefly reviewed each of the documents including the Special Town Meeting warrant articles.

Mr. Cooke asked Chief Hazel if the \$118,117 is for the current fiscal year and Chief Hazel confirmed this. Mr. Cooke asked what the end days were when the letters of retirement were submitted and Chief Hazel noted August 19, 2015, early August, 2015, and October, 2015. Mr. Cooke asked if the three hires were done and Chief Hazel explained that only one has been completed. Mr. Cooke requested an updated spreadsheet on salaries, training in the academy, etc. Mr. Montuori noted that Article 1 is for the three staying and Article 2 is for the new hire.

Mr. Cooke asked what is wrong with the current repeater and Chief Hazel explained that there is no Fire Channel 2.

Ms. Kucala noted that she has provided the members with a copy of the 4th Quarter report and noted that it came in as predicted. Free cash has been certified and the audit has been completed. Ms. Kucala noted that local receipts are down. Mr. Cooke asked if this is in

all areas and Mr. Montuori explained that the report was broken down over a 5 year period and decreases have been seen in penalties and interest and rentals.

Mr. Lisiecki asked if ambulance revenue is higher due to the new company that has been hired and Mr. Montuori explained that the new company is much more aggressive with the collections and there have been more transports.

Mr. Montuori discussed Article 5 which seeks to transfer \$220,000 from certified General Fund free cash for demolition and hazardous material removal at the old police station and explained that a hazardous material review was done and the cost to remove the hazardous materials is approximately \$85,000. Mr. Montuori explained that \$50,000 has already been appropriated for the demolition of the old police station. It is hoped that the building will be taken down before winter. Mr. Cooke asked if training is being conducted in the old police station and Mr. Montuori noted that he is aware of and he will look in to this.

Mr. Montuori noted that there are two Community Preservation Committee articles, Articles 11 and 12. The School Department has submitted for \$202,125 for the rehabilitation of Strong Field and the Town Manager has submitted for \$200,000 to replace the fencing and backstops at Livingston Park. Mr. Cooke discussed the construction on Victor Drive and noted that there is a major sewer line easement and expressed concerns with the possible negative impacts this could have on Livingston Street. Mr. Cooke suggested the Planning Board look into compensatory storage areas.

Mr. Montuori discussed Article 13; which seeks to appropriate \$5,000,000 for construction and engineering for the closure and remediation of the Sutton Brook Landfill. Mr. Montuori explained that the town signed an agreement with the other potential parties to fund the closing of Sutton Brook in 2009 with a requirement being the town to authorize the borrowing of \$500,000,000. The funds did not have to be borrowed, just authorized. The authorization was never obtained and the other parties involved recently questioned this. Mr. Montuori explained that he is researching whether it would be more beneficial to actually borrow the money as the interest may be lower.

Discussion took place on the proposals for solar farms at Sutton Brook. It was noted that the town owns the land through tax title.

Mr. Montuori noted that there is also an article to amend the Personnel Bylaw for hourly employees. The Council on Aging has opened a grant to add two part time positions.

Mr. Montuori noted that Article 15 seeks to amend the charter to eliminate the 10 mile radius requirement for the town manager position.

Lateral Transfers

No.	Amount	From	To	Reason
2	\$35,172.45	Health Temporary Part Time	Health Permanent Part Time	To accommodate changes for Sarah Kinghorn who went from Temp PT to Perm PT effective 7/1/15

MOTION: Mr. Cooke made the motion to approve Lateral Transfer Request No. 2 in the amount of \$35,172.45; seconded by Mr. Sutherby and the motion carried 6-0.

3) Finance Committee Matters of Interest (as applicable)

There were no items to be discussed.

4) Committee Member Reports (as applicable)

Computer Study Committee

Mr. Aznavoorian noted that there is nothing new to report on the Computer Study Committee.

Green Committee

Mr. Cooke noted that there is nothing new to report on the Green Committee.

Economic Development Committee

It was noted that the Economic Development Committee will be meeting on October 26, 2015.

6) Approval of Meeting Minutes – May 29, 2014, April 16, 2015, May 4, 2015, June 8, 2015, and July 9, 2015

MOTION: Mr. Cooke made the motion to approve the May 29, 2014 meeting minutes; seconded by Mr. Aznavoorian and the motion carried 5-0-1. Mr. McDermott did not take part in this vote as he was not present at the May 29, 2014 meeting.

MOTION: Mr. Cooke made the motion to approve the April 16, 2015 meeting minutes; seconded by Mr. Aznavoorian and the motion carried 4-0-2. Mr. Lisiecki and Mr. Kocsmiersky as they were not present at the April 16, 2015 meeting.

MOTION: Mr. Kocsmiersky made the motion to approve the May 4, 2015 meeting minutes; seconded by Mr. Aznavoorian and the motion carried 4-0-2. Mr. Cooke and Mr. McDermott did not take part in this vote as they were not present at the May 4, 2015 meeting.

MOTION: Mr. Aznavoorian made the motion to approve the June 8, 2015 meeting minutes; seconded by Mr. Cooke and the motion carried 5-0-1. Mr. McDermott did not take part in this vote as he was not present at the June 8, 2015 meeting.

MOTION: Mr. Sutherby made the motion to approve the July 9, 2015 meeting minutes; seconded by Mr. Cooke and the motion carried 5-0-1. Mr. Aznavoorian did not take part in this vote as he was not present at the July 9, 2015 meeting.

7) **Approval of Recording Secretary and Timesheet**

MOTION: Mr. Aznavoorian made the motion to approve the recording secretary time sheet in the amount of \$255.58; seconded by Mr. Cooke and the motion carried 6-0.

8) **Future Proposed Meeting Dates (subject to change)**

The next meeting will be the Finance Committee public hearing on September 23, 2015. Mr. Lisiecki noted that the Committee will be voting after each article rather than at the conclusion of the public hearing. Special Town Meeting will take place on October 6, 2015 at 7:00 p.m.

Adjourn.

MOTION: Mr. Aznavoorian made the motion to adjourn; seconded by Mr. McDermott and the motion carried 6-0.

Approved: February 25, 2016

Documents Presented and/or Discussed September 9, 2015

- 1) Town Manager's memorandum
A copy can be found with the Town Manager
- 2) 4th Quarter Report
A copy can be found with the Finance Department
- 3) October 6, 2015 Special Town Meeting Warrant
A copy can be found with the Town Manager or Town Clerk
- 4) Meeting Minutes – May 29, 2014, April 16, 2015, May 4, 2015, June 8, 2015,
and July 9, 2015
A copy can be found with the Town Clerk or Recording Secretary
- 5) Recording Secretary Time Sheet
A copy can be found with the Finance Department